

**DRAFT PENDING FINAL APPROVAL BY COLORADO DEPARTMENT OF
EDUCATION, COLORADO DEPARTMENT OF HIGHER EDUCATION AND
REAUTHORIZATION COMMITTEE OF COLORADO COUNCIL OF DEANS
OF EDUCATION**

**NCATE/Colorado Partnership Protocol
for
NCATE and State Reviews**

Team Composition:
Concurrent

Program Review:
NCATE

Effective:
Jan 2010 to Dec. 2016

Original Partnership Agreement Date: 2002

The NCATE/Colorado Partnership Protocol delineates the processes and policies for granting accreditation to teacher education institutions and agreed upon by the Colorado Department of Higher Education and the Colorado Department of Education and NCATE.

**I. Standards II. Team III. Preparation IV. On-Site Review
V. After On-Site Review VI. On-Going Responsibilities**

**** The NCATE website (www.ncate.org) contains information about all aspects of the accreditation process. Highlighted words marked with two asterisks (**), when inserted into the “NCATE Google search” will lead to the desired information.**

NCATE policy	State Policy
<u>I. Standards</u>	
A. Unit Standards NCATE unit standards** apply to the professional education unit. Specific state standards and institutional standards may also be applied to units and/or programs reviewed by NCATE.	A. Unit Standards: NCATE Standards Pursuant to Colorado Revised Statutes §23-1-121 and Colorado Department of Higher Education Policy I, Part P: Teacher Education, the following statutory performance measures apply to the professional unit: http://highered.colorado.gov/Publications/Policies/Current/i-partp.pdf Units shall submit a State of Colorado Institutional Report to both the Colorado Department of Higher Education and the Colorado Department of Education. All state materials needed by an institution are posted at

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	http://higherred.colorado.gov/Academics/TeacherEd/ Or additional information may be requested from http://higherred.colorado.gov
<p>B. Program Standards</p> <p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p> <p>If NCATE has standards for a program, the unit must submit the program for national review by NCATE. Program reports must be submitted electronically on NCATE's website.</p> <p>Program reports must include key assessments, scoring guides, and performance data to show that candidates meet professional standards. Six to eight assessments must be submitted to show that candidates know the content, can plan, can work successfully in their roles and can support student learning.</p> <p>NCATE accepts the decisions of national accrediting organizations for program areas as evidence of program content quality. These organizations are recognized by the U.S. Department of Education and the Council for Higher Education Accreditation and are listed in NCATE's policy, "Relationships with Other Accrediting Agencies"**. They include: AACSB International - The Association to Advance Collegiate Schools of Business, American Association of Family and Consumer Sciences (AACF), American Library Association (ALA), American Psychological Association (APA), American Speech-Language-Hearing Association (ASHA), Council for</p>	<p>B. Program Standards: NCATE Standards</p> <p>In addition to submitting program reports to NCATE, all programs must also submit program content review reports to Colorado Department of Education. Pursuant to Colorado Revised Statutes §23-1-121 and 22-60.5 units shall submit to Colorado Department of Education Office of Professional Services the following evaluation matrices and syllabi: http://www.cde.state.co.us/EdPrepProgram/EPP_review_resources/license_review.htm</p>

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<p>Accreditation of Counseling and Related Educational Programs (CACREP), National Association of Schools of Art and Design (NASAD), National Association of Schools of Dance (NASD), National Association of Schools of Music (NASM), National Association of Schools of Theatre (NAST).</p>	
<p>II. Team</p>	
<p>A. Team Composition: Concurrent NCATE and State Teams</p> <p>The NCATE team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the state consultant (usually the NCATE state partnership contact, or his/her designee), and a representative from the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided. The NCATE team sends its findings to NCATE and the State Consultant.</p>	<p>A. Team Composition: Concurrent NCATE and State Teams</p> <p>The state team shall be composed of representatives of DHE and CDE and may include:</p> <ul style="list-style-type: none"> • A building-level administrator. • A practicing teacher. • NCATE BOE members. • Anyone else the state deems appropriate. <p>The state team submits its findings to the state.</p> <p>The state agency identifies a state consultant who may attend the previsit and advise and assist the team during the on-site visit.</p>
<p>B. Training Expectations: Concurrent</p> <p>NCATE team members must successfully complete the NCATE-sponsored BOE training**.</p>	<p>B. Training Expectations: Concurrent</p> <p>The state team members are selected by the DHE and CDE in compliance with conflict of interest guidelines.</p> <p>DHE and CDE will conduct a training and orientation prior to each site visit, at which time specific assignments will be made to the reviewers and special issues pertaining to the unit under review will be identified.</p> <p>Instructions (Protocol and Code of Conduct) for state team members is</p>

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	<p>posted at http://higherred.colorado.gov/Academics/TeacherEd/</p>
<p>C. Team Size: Concurrent</p> <p>For first, continuing, and probation visits, the BOE team will include five to eight members depending on several factors, including the number of candidates, faculty, and programs in the unit. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits**, the team will include three BOE members.</p>	<p>C. Team Size: Concurrent</p> <p>The state team shall be comprised of three to eight members depending on the size of the institution to be reviewed.</p>
<p>D. Chair Responsibilities: Concurrent</p> <p>An NCATE BOE team member is appointed chair. The chair has overall responsibility for planning and conducting the visit.</p> <p>The chair conducts a previsit one to two months before the visit to plan interviews and finalize the logistics for the visit. The state consultant should participate in the previsit.</p> <p>The chair assigns BOE team members to write specific standards and to conduct specific interviews. .</p>	<p>D. Chair Responsibilities: Concurrent</p> <p>DHE Academic Policy Officer/Teacher Education and CDE Executive Director of Professional Services and Educator Licensing (or their representatives) shall serve as co-chairs for each visit.</p>
<p>E. State Consultant</p> <p>NCATE invites the state education agency to appoint a state consultant to advise the team on state requirements, nomenclature, and special circumstances. The state consultant's expenses are covered by the respective agency. The state consultant facilitates an orientation to the State/NCATE Partnership at a team meeting prior to the review activities. The</p>	<p>E. State Consultant</p> <p>DHE Academic Policy Officer/Teacher Education and/or CDE Executive Director of Professional Services and Educator Licensing (or their representatives) will serve as Consultant(s) and a resource to the NCATE team. The role of the Consultant is to clarify state policies, statutes, and nomenclature. If feasible, the Consultant may participate via</p>

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<p>consultant is usually the state partnership contact, but may be his/her designee, and is a non-voting member of the BOE team. The state consultant may serve as a voting member of the state team, if so designated by the state.</p>	<p>teleconferencing.</p>
<p>F. NEA/AFT Representatives</p> <p>NCATE invites the affiliates of the NEA and AFT to appoint observers for the on-site visit.. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be given a writing assignment. Observers are non-voting members of the BOE team.</p>	<p>F. NEA/AFT Representatives</p> <p>The state reserves the right to invite anybody it deems appropriate to accompany the state review team and act as a voting team member.</p>
<p>G. Decision-making</p> <p>Decisions are reached through consensus as to whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p>G. Decision-making</p> <p>Under a concurrent review the state team will confer on its findings, using a consensus process to reach a recommendation. NCATE decisions will be non-binding on state decisions and vice versa, although the two teams may share information and hold discussions together.</p>
<p>H. Writing the Report: Concurrent</p> <p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. The findings of the state team on programs should be incorporated into the BOE Report in Standard 1 and other appropriate standards. The final report is compiled by the BOE chair.</p>	<p>H. Writing the Report: Concurrent</p> <p>The state shall write its own report following state law and policy, and reserves the right to include in the report information provided by NCATE BOE. Likewise, NCATE BOE may use information in its report provided by the state team. The state report includes a summary of findings and Areas for Improvement of the state review team, and data relevant to each of the six statutory performance measures pursuant to C.R.S.</p>

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<p>The draft of the BOE report should be completed by the end of the on-site visit. Following the visit, the BOE team chair compiles and edits the report. It is then sent to NCATE and the team members for editing. After the chair incorporates these edits into the report it is sent to the unit for correction of factual errors.</p> <p>The BOE team chair submits the final report to the NCATE office. Members of the NCATE team and the state consultant are notified that the report is available electronically. The editing process usually takes one to two months.</p>	<p>§23-1-121. All members of the state team contribute to the state report. The DHE Academic Policy Officer/Teacher Education will be responsible for compiling each team members' comments and editing the draft and final versions of the report. Each member of the team will have the opportunity to edit the draft report before it gets sent to the institution. The institution shall then note any errors of fact in this report and respond with any supplemental information requested within 30 days, pursuant to Colorado Department of Higher Education Policy I-P: Teacher Education, subsection 7.01.05.01.</p>
<p>I. Evaluations</p> <p>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other BOE members, and the state consultant who served on the visiting team. The evaluations are used by NCATE to determine who should continue BOE service and to identify potential team chairs.</p>	<p>I. Evaluations</p> <p>Following reauthorization site visits and after State Board of Education and Colorado Commission on Higher Education have reauthorized the unit and its programs, units will be invited to give feedback on the site visit. The state will use that information to improve the site visit process.</p>
<p>J. Expenses</p> <p>During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee** per NCATE BOE team member participating in the on-site visit.</p>	<p>J. Expenses</p> <p>DHE/CDE is responsible for the following costs:</p> <ul style="list-style-type: none"> • Travel to and from the site; • Honoraria paid to practitioners; • Reimbursement to school district for substitute teachers. <p>The institution is responsible for the following costs:</p> <ul style="list-style-type: none"> • Dinner/reception • Hotel accommodations • Transport of review team while on site (between dinner, hotel and IHE)
<p>III. Preparation</p>	

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<p>A. Unit's Intent-to-Seek** Request</p> <p>For first time accreditation, the unit should indicate its interest in seeking accreditation at least two years before hosting an on-site visit. The request should include the semester and year in which the unit plans to host the on-site review which must be at least one year after program reports are submitted to NCATE.</p> <p>For continuing accreditation the institution should complete the "Intent to Continue Accreditation"** form, found on the NCATE website, two years before the visit.</p>	<p>A. Unit's Intent-to-Seek** Request</p> <p>DHE will notify the institution at least one year in advance and the state, the institution and NCATE will agree on dates.</p>
<p>B. Preconditions</p> <p>For first visits, the unit must show evidence that it meets NCATE's preconditions.** The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit by February 1 or September 15.</p> <p>All accredited units <i>must continue to meet the</i> preconditions for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from a unit that no longer meets the required state pass rate** or other preconditions.</p>	<p>B. Preconditions</p> <p>Units will submit an electronic copy of the unit's responses to NCATE's preconditions to Academic Policy Officer/Teacher Education at DHE.</p> <p>Units will submit an electronic copy of all NCATE required material to DHE Academic Policy Officer/Teacher Education.</p> <p>To prepare for the site visit, DHE will send information to the unit which includes:</p> <ul style="list-style-type: none"> • Notification of a site visit • List of authorized educator preparation programs included as part of the review. • Forms and other specifications to prepare for program approval. Common forms will be used to the extent possible to facilitate national comparisons. • Evidence needed prior to site visit.
<p>C. Program Reports</p> <p>The unit must submit program reports to</p>	<p>C. Program Reports</p> <p>State Institutional Reports are submitted</p>

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<p>NCATE by February 1 or September 15, at least two semesters before the continuing visit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p>electronically to DHE and CDE at least 60 days prior to the site visit at http://higherred.colorado.gov/Academics/TeacherEd/DegreePrograms/Default.html</p> <p>CDE program content review documents are submitted at least 60 days prior to the site visit following instructions at http://www.cde.state.co.us/edprepprogram/epp_index.htm</p>
<p>D. Institutional Report</p> <p>The professional education unit must write and submit an Institutional Report** (IR) which describes the unit's conceptual framework and the evidence demonstrating that the unit standards are met. In continuing accreditation visits, the IR also serves as the primary documentation of the unit's growth and development since the last accreditation visit.</p> <p>The IR is written online and all team members have online access.</p>	<p>D. Institutional Report</p> <p>Units will share an electronic file of any Institutional Report it transmits to NCATE, including responses to SPA findings, or notify DHE of the url where the reports are electronically published.</p>
<p>E. Dates of On-Site Visit</p> <p>NCATE requests the unit to submit its preferred visit date to NCATE at least one year prior to the on-site visit. <u>The date must be approved by the state agency prior to submitting its request to NCATE.</u></p> <p>First, continuing and probation visits are scheduled from Saturday through Wednesday except in special circumstances. Focused visits are scheduled from Sunday through Tuesday.</p> <p>The state agency must consult with</p>	<p>E. Dates of On-Site Visit</p> <p>The date (i.e. week) of the concurrent site visit will be agreed upon by DHE, CDE, the institution and NCATE. The state determines the overall review schedule.</p>

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NCATE regarding any delays requested by institutions.	
<p>F. Previsit</p> <p>The previsit should be scheduled one to two months before the on-site visit. See the <i>NCATE Handbook** for Accreditation Visits**</i> for further details.</p> <p>The state consultant, chair of the state team, BOE chair, head of the unit, and NCATE coordinator should participate in the previsit.</p> <p>The institutional report will be available to the participants electronically in AIMS prior to the previsit.</p>	<p>F. Previsit</p> <p>The NCATE chair, the state chair(s), and the unit arrange a date to plan the site visit and logistic arrangements for the reviewers.</p>
<p>G. 3rd Party Testimony</p> <p>Six months before the on-site review, the unit must publish a “Call for Comment” inviting 3rd party testimony related to the upcoming NCATE visit. Comments should be sent directly to NCATE. This provision is not required for focused visits.</p> <p>One to two months before the on-site review, NCATE sends copies of third-party testimony to the unit for comment.</p>	<p>G. 3rd Party Testimony</p>
IV. On-Site Review	
<p>A. Orientation to State Process/ Protocol</p> <p>The state consultant (or his/her designee) will facilitate an orientation to the state process and Protocol at one of the team meetings early in the visit.</p>	<p>A. Orientation to State Process/ Protocol</p>
<p>B. Conducting the On-Site Review</p> <p>The template for an on-site visit** and the template for a focused visit** can be found</p>	<p>B. Conducting the On-Site Review</p> <p>DHE, CDE, NCATE and the institution may agree to a daily/hourly schedule for the site</p>

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<p>on the NCATE website and in the <i>NCATE Handbook</i>** for Accreditation Visits.</p> <p>The BOE team chair and state team chair should meet regularly during the on-site visit to share findings. National BOE and state team members should share interviews, exhibits and findings, when appropriate.</p>	<p>visit at least two weeks prior to the site visit. The State reserves the right to follow its own schedule.</p>
<p>C. Exhibit Room</p> <p>Electronic exhibit rooms are encouraged. See NCATE's <i>electronic exhibit room guidelines</i>**.</p>	<p>C. Exhibit Room</p> <p>DHE will provide disaggregated enrollment data for all endorsement programs at the unit.</p> <p>The state will require the unit to provide an evidence room with hard copy and/or electronic exhibits.</p>
<p>D. BOE Report</p> <p>The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. It indicates the level (unacceptable, acceptable, or target) at which each element of the standards is met. If the state/Institution has additional requirements, the report should have the BOE team's responses to the state requirements attached as a state addendum. The final report is compiled by the BOE chair.</p> <p>After the report has been edited the BOE team chair submits one copy of the final BOE report to the NCATE office. BOE team members and the state consultant are notified that the report is available electronically.</p>	<p>D. BOE Report</p>
<p>E. Exit Report</p> <p>An exit report is conducted before the</p>	<p>E. Exit Report</p> <p>An exit conference is conducted before the</p>

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<p>team departs on Tuesday for a focused visit or Wednesday for all other visits. It is conducted by the BOE chair, the state team chair, and the state consultant. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p>	<p>team departs. Attendance should include the state team, NCATE BOE, academic V.P., dean of arts and sciences, dean of education and/or chair of education department and may include others as deemed appropriate. Only general comments will be shared at the exit conference.</p>
V. After the On-Site Review	
<p>A. BOE report sent from NCATE</p> <p>NCATE notifies the CEO of the institution, the unit head, and the appropriate state agency or agencies that the BOE report is available electronically.</p>	<p>A. BOE report sent from NCATE</p> <p>The state will submit the draft report to the IHE within 60 days of the site visit.</p>
<p>B. Rejoinder</p> <p>The unit submits to NCATE and the state an electronic copy of its institutional rejoinder** to the BOE report within 30 days after receipt of the BOE Report.</p>	<p>B. Rejoinder</p> <p>The IHE may respond to the draft report in a rejoinder and provide additional information or address any concerns within 30 days of receiving the draft report.</p>
<p>C. Accreditation</p> <p>NCATE's Unit Accreditation Board (UAB) determines the accreditation status of professional education units, during meetings twice a year in April and October. Accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review. A description of the Unit Accreditation Board** can be found on the NCATE website.</p> <p>Final decisions about national recognition of programs are posted on NCATE's website after the UAB has determined accreditation.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate</p>	<p>C. Program Approval</p> <p>DHE, CDE and other site visit team members finalize the re-authorization report. CDE forwards the report and a recommendation to the State Board of Education (SBE) for their consideration. SBE decides upon a recommendation and forwards their recommendation to the DHE, which then forwards the recommendation to the Colorado Commission on Higher Education (CCHE) for their final determination of re-authorization. (*Note: Pursuant to C.R.S. 23-1-121, if the state board of education recommends that a program not be approved, the commission shall follow said recommendation by refusing initial approval of said program or placing said program on probation.) The CCHE determines re-approval/re-authorization of</p>

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<p>state licensing or authorizing agency, all accrediting agencies recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), and the public (via the NCATE website).</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information**. Definitions of NCATE accreditation decisions** can also be found on NCATE's website.</p>	<p>teacher preparation programs.</p>
<p>D. Final Action Report</p> <p>Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	<p>D. Final Action Report</p> <p>The CCHE informs the IHE of its re-authorization status.</p>
<p>E. Appeal Procedure</p> <p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website for specific policies and procedures related to the appeals process**.</p>	<p>E. Appeal Procedure</p> <p>Under CCHE's appeals process, a governing board may appeal a recommendation that places a unit on probation or discontinues a teacher education program.</p> <p>To initiate an appeal, the governing board shall submit a written request identifying the program and the reasons why it is contesting the recommendation. This material will be included in the agenda materials.</p> <p>The representative of the governing board filing an appeal shall have an opportunity to testify at the Commission meeting at which the site report is presented.</p> <p>The Commission will act on the teacher preparation approval recommendations, including any programs that appealed the staff recommendation. Program approval requires six affirmative Commission votes.</p>

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	The Commission's action is binding.
VI. On-Going Responsibilities	
A. Protocol Distribution NCATE posts the NCATE/Colorado Partnership Protocol on its website; it is also available in hard copy upon request.	A. Protocol Distribution DHE will post the protocol on its website and distribute the protocol to the three key stakeholders at a unit (Provost, Dean of Education, Dean of Arts and Sciences).
B. Accreditation Cycle Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred. Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits applies only if the state has agreed to a seven-year cycle. Units may host a probationary or focused visit as a result of the accreditation. Visits will be within eighteen months of the UAB's decision.	B. Accreditation Cycle Pursuant to C.R.S. §23-1-121, Units in the State of Colorado shall be reviewed not more frequently than once every five years. DHE and CDE representatives will determine when a unit should be reviewed and will consider a seven year cycle to align with NCATE's cycle, amongst other considerations. The Schedule of Reauthorization Site Visits is posted at http://higherred.colorado.gov/Academics/TeacherEd/ <hr/> The State may participate in NCATE probational, conditional, or provisional reviews.
C. Code of Conduct To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct**. Violation of any part of the Code of Conduct could result in the board member's removal from the board.	C. Code of Conduct State of Colorado on-site review team members will follow "Protocol and Code of Conduct for State of Colorado On-Site Review Team Members" posted at http://higherred.colorado.gov/Academics/TeacherEd/
D. Annual Reviews	D. Annual Reviews

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<p>1. Regional Accreditation</p> <p>Units must maintain regional accreditation or institutional accreditation by a USDE or CHEA recognized agency in order to continue their NCATE accreditation.</p>	<p>1. Regional Accreditation</p>
<p>2. Change in State Status</p> <p>Notification of an NCATE accredited unit's "Change in State Status" by the state will initiate a review by NCATE's <i>Annual Report and Preconditions Audit Committee (ARPA)</i>.</p> <p>The NCATE president will notify the unit that the state has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p>	<p>2. Change in State Status</p> <p>The state will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The state will notify NCATE within thirty days of action taken when an NCATE unit has had a "Change in State Status."</p>
<p>3. Precondition 7</p> <p>The unit's programs are approved by the appropriate state agency and, in states with educator licensing examinations and required pass rates, the unit's summary pass rate must continue to meet or exceed the required state pass rate to maintain national recognition.</p>	<p>3. Precondition 7</p> <p>The State of Colorado has no required pass rate. One of three outcomes is possible after a reauthorization on-site review: full approval, probation or termination of the program. The State will inform NCATE of its final decision.</p>
<p>4. Annual Report</p> <p>Submission of the Annual Report** is a requirement for all units that are accredited by NCATE. Annual Reports are due October 1st and must be submitted electronically.</p> <p>Substantive changes to the unit and its programs must be reported annually in Part C of the Annual Report. Substantive changes, such as offering distance learning programs, may require a follow-up</p>	<p>4. Annual Report</p> <p>Submission of the SURDS Teacher Education files is a requirement for all units. Files are due August 30 of each year and may be submitted to https://surds.colorado.gov/</p>

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report or interim visit.	